



PROPERTY OWNERSHIP GUIDE

Applications for:

Planned Unit Development
Special Use Permit

Rezoning

Board of Zoning Appeals
Conditional Use Permit

Applicant must provide a list of surrounding property owners (200' within City limits, 1,000' adjacent to County limits) with application submittal.

To Obtain Surrounding Property Owner Names & Addresses

- ◆ **Johnson** County Administration Building (south of County Courthouse), 111 S. Cherry Street, Olathe
 - Johnson County Clerk's office, Suite 1200 (enter from south on main level, first office on left)
- ✗ **Fill** out Open Records Information request form
 - Only the person who fills out the form can utilize the information services, cannot send proxy
- ✗ **Provide** Property ID#, legal description, or address, of subject property
- ✗ **Request** buffer map of property owners within 200' inside City limits, 1000' outside City limits
 - Each map will cost \$20.00 (a separate one will be printed for each distance)
 - A list of the Property ID#'s within the buffer area will be provided with each map
 - Maps are created off Property ID#'s only, if legal descriptions include more than one ID#, maps will be created for each number
- ✗ **County** office staff will give instruction & assistance in use of computer program to access property owner information using Property ID#'s from buffer map/list
 - Print out each property information screen
 - Each print out will cost \$.25
 - Obtain print outs from clerk when information search is completed